DDA Registry
File *Security-4*

STAT

Classification Authorities and Responsibilities

John F. Blake
Deputy Director for Administration
Room 7D-24, Headquarters

DDA 76-1936

16 April 1976

Director of Central
  Intelligence

Sir:

Based on my transmittal
to you of 5 April concerning
classifying documents, you
raised two additional
questions. The answers are
found at attachment.

/s/ John F. Blake

John F. Blake

Att

Orig - DCI w/Att
  1 - ER w/Att
  1 - DDA Subject
  1 - DDA Chrono
  1 - JFB Chrono
  1 - D/OS Security

DD/A:JFBlake:der (16 April 1976)

STATINTL

CLASSIFICATION
AUTHORITIES AND RESPONSIBILITIES

1.  How are people selected who can classify?

In 1972 certain positions within the Agency were identified
as requiring classification authority.  A listing was compiled
and computerized in the Position Control Register.  There have
been changes made in this system since 1972 and employees who
are assigned to one of the designated positions who de facto
do not need classification authority, are not so designated.
As of 15 April 1976 there are [    ] positions listed on the
STATINTL Position Control Register requiring classification authority
and there are only [    ] Agency employees who, in fact, have
been given classification authority.

When an employee requires Secret or Confidential classifica-
tion authority the formal request is submitted on a Request
for a Personnel Action Form on which there is a special
section relative to this need.  The authority is automati-
cally revoked upon his reassignment.  Only the DCI can author-
STATINTL ize and revoke Top Secret authority and this is done by
memorandum except for officers assigned as Chiefs of Stations

2.  Are they instructed not to overclassify?

The attached Interagency Classification Review Committee
publication is to be given to persons who receive classifi-
cation authority.  Some offices give their classifiers addi-
tional briefings and copies of the Executive Order, but this
is not a universal practice.

The DDA Classification Officer is presently developing train-
ing aids on classification requirements within E.O. 11652
which are to be used in applicable OTR courses.

OS 6 1433-A

DD/A 76-1859

DD/A Registry

File _Security - 4_

13 April 1976

MEMORANDUM FOR:   Director of Security
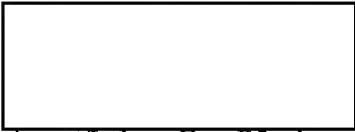
FROM            :   John F. Blake
                    Deputy Director for Administration

SUBJECT         :   Classification Authorities and Responsibilities

Bob:

Please note the Director's comments below my name on
the attached pink Routing and Record Sheet of 5 April.   I
would appreciate an expeditious reply to his request for
information.   Also attached is a recent report quantifying
the number of authorized classifying officers in the Agency.
You might find it helpful.

STATINTL

John F. Blake

Att:  DD/A 76-1695 Memo to DCI fr DDA; dtd  5 April
       Same Subject
Distribution:
   Orig - D/OS w/Orig Att
      1 - DDA Subject w/cy Att
      1 - DDA Chrono w/o Att
      1 - JFB Chrono w/o Att

| UNCLASSIFIED | ☐ INTERNAL USE ONLY | ☐ CONFIDENTIAL | ☐ SECRET |

# ROUTING AND RECORD SHEET

| SUBJECT: (Optional) | | Executive Registry |
|---|---|---|
| Classification Authorities and Responsibilities | | 76-6958/2 |

| FROM: John F. Blake Deputy Director for Administration Room 7D-24, Headquarters | EXTENSION | NO. DDA 76-1695 |
|---|---|---|
| | | DATE 5 April 1976 |

STAT

| TO: (Officer designation, room number, and building) | DATE RECEIVED | DATE FORWARDED | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|---|---|---|---|---|
| 1. Director 7D-5607 | 12/4/76 | | ✓ | Sir: Upon your return from your European trip, I was given the following note from you by ☐ STATINTL |
| 2. | | | | |
| 3. ✓ | | | | "I need a short paper on classification. |
| 4. DDA: | | | | 1. "Who can classify? 2. "Who can declassify? 3. "Does DCI have special responsibilities?" |
| 5. DDI WILL BRIEF DCI | | | | I believe you will find the attached memorandum responsive to your questions. |
| 6. on problems of declassification! he has been given a copy of | | | | STATINTL |
| 7. this memo. SA/DCI | | | | John F. Blake |
| 8. | | | | Att |
| 9. | | | | |
| 10. | | | | Executive Registry 76-6958/3 |
| 11. | | | | Helpful! How are people selected who can classify — pretty instructed not to over-classify? 12 APR 1976 |
| 12. | | | | |
| 13. | | | | |
| 14. | | | | |
| 15. | | | | |

| FORM 3-62 610 USE PREVIOUS EDITIONS | ☐ SECRET | ☐ CONFIDENTIAL | ☐ INTERNAL USE ONLY | ☐ UNCLASSIFIED |

DD/A Registry

File _Security 4_

STAT

Classification Authorities and Responsibilities

John F. Blake                                    DDA 76-1695
Deputy Director for Administration
Room 7D-24, Headquarters                         5 April 1976

                                   STATINTL

Director                           Sir:
7D-5607
                                      Upon your return from your
                                   European trip, I was given
                                   the following note from you
                                   by

                                      "I need a short paper
                                   on classification.

                                   1.  "Who can classify?
                                   2.  "Who can declassify?
                                   3.  "Does DCI have special
                                        responsibilities?"

                                      I believe you will find
                                   the attached memorandum
                                   responsive to your questions.


                                      Signed: John F. Blake

                                            John F. Blake

                                   Att


Att:  Blind Memo fro D/OS to DD/A; Same Subject

Distribution:
   Orig - DCI
      1 - DDCI
      1 - ER
      1 - DD/A Subject
      1 - DD/A Chrono
      1 - JFB Chrono

DD/A:JFBlake:der (5 April 1976

## 1. WHO CAN CLASSIFY?

Under Executive Order 11652 the heads of twelve Executive Branch departments are empowered to classify information as Top Secret and below and to delegate classification authority in writing to subordinates. The heads of thirteen additional Executive Branch departments are given authority under the Executive Order to classify information as Secret and below and to delegate this authority to subordinates.

**STATINTL**

Headquarters Regulation [         ] implements Executive Order 11652 within the Agency. It limits classification authority to the DCI and to those subordinates to whom he delegates the authority in writing. On the quarter ending 31 December 1975, there were [      ] officers within the Agency who could classify information as Top Secret, [         ] who could classify information as Secret and 63 who could classify information as Confidential.

**STATINTL**

**STATINTL**

**STATINTL**

## 2. WHO CAN DECLASSIFY?

Under Headquarters Regulation [         ] those authorized to declassify are limited to the original classifier, his successor, supervisor, or authorized subordinate. Executive Order 11652 permits a declassification of information by an established time schedule. Certain categories of information, however, are excluded from automatic declassification under specific exemptions; i.e., protection of intelligence sources and methods.

## 3. DOES DCI HAVE SPECIAL RESPONSIBILITIES?

The DCI, under Executive Order 11652, is responsible for designating Agency Top Secret classifiers in writing. Within CIA, he holds authority to exempt material from automatic declassification after thirty years, if classification was accomplished after 1 June 1972. The DCI or DDA acts on recommended disciplinary action if an Agency employee makes unauthorized disclosure of classified information. The DCI, under provisions of Executive Order 11905, is directed to establish a vigorous program to implement declassification procedures outlined in Executive Order 11652.

OS 6 1433-A

DD/A 76-1587

29 March 1976

MEMORANDUM FOR: Director of Security

FROM           :  John F. Blake
                  Deputy Director for Administration

        Bob:


        1.  I quote for you the following brief note from the
Director:

            "I need a short paper on classification.
        1)  Who can classify?  2)  Who can declassify?
        3)  Does DCI have special responsibilities?"

        2.  Please note that the Director has asked for a
short paper.  I would appreciate receiving your paper by
Friday, 2 April.


                                    Signed: John F. Blake

                                    John F. Blake


Ref:  DCI handwritten note, undated

Distribution:
  Orig - D/OS
     1 - DD/A Subject w/Ref
     1 - DD/A Chrono w/o Ref
     1 - JFB Chrono w/o Ref
DD/A:JFBlake:der (29 March 1976)

DAVE

I need a short
paper on classification

1. Who can classify?

2. who can declassify?

3. does DCI have
special responsibilities

CB

STATINTL

STATINTL

STATINTL

STATINTL

STAT

| | UNCLASSIFIED | | CONFIDENTIAL | | SECRET |
|---|---|---|---|---|---|

# OFFICIAL ROUTING SLIP

| TO | NAME AND ADDRESS | DATE | INITIALS |
|---|---|---|---|
| 1 | ~~ | 8 APR 1976 | |
| 2 | | | |
| 3 | ~~ | 4/9 | |
| 4 | EO - DDA | 12 APR 1976 | |
| 5 | Mr. McMahon | 12 APR 1976 | |
| 6 | Mr. Blake | | |

| ACTION | | DIRECT REPLY | | PREPARE REPLY | |
|---|---|---|---|---|---|
| APPROVAL | | DISPATCH | | RECOMMENDATION | |
| COMMENT | | FILE | | RETURN | |
| CONCURRENCE | | INFORMATION | | SIGNATURE | |

**Remarks:**

3. After the last go-round perhaps Mr Blake might be interested in seeing the actual figures this quarter.

**FOLD HERE TO RETURN TO SENDER**

| | AND PHONE NO. | | DATE |
|---|---|---|---|
| | | | 4/7 |
| UNCLASSIFIED | CONFIDENTIAL | | SECRET |

FORM NO. 237 Use previous editions
1-67                                    (40)

CLASSIFICATION
AUTHORITIES AND RESPONSIBILITIES

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STATINTL

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OS 6 1433-A

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|---|---|---|---|

## ROUTING AND RECORD SHEET

**SUBJECT:** (Optional)

Classification Authorities and Responsibilities

Executive Registry

76-6958/4

| FROM: John F. Blake<br>Deputy Director for Administration<br>Room 7D-24, Headquarters | EXTENSION | NO. DDA 76-1936 |
|---|---|---|
| | | DATE 16 April 1976 |

STAT

| TO: (Officer designation, room number, and building) | DATE RECEIVED | DATE FORWARDED | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|---|---|---|---|---|
| 1. Director of Central Intelligence | 21 APR 1976 | | | Sir:<br><br>Based on my transmittal to you of 5 April concerning classifying documents, you raised two additional questions. The answers are found at attachment. |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | John F. Blake |
| 5. | | | STATINTL | Att |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | Orig - DCI w/Att<br>1 - ER w/Att |
| 9. | | | | |
| 10. | | | | |
| 11. | | | | |
| 12. | | | | |
| 13. | | | | |
| 14. | | | | |
| 15. | | | | |

FORM 3-62 **610** USE PREVIOUS EDITIONS

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|---|---|---|---|

# KNOW YOUR RESPONSIBILITIES

## AS AN AUTHORIZED CLASSIFIER

## When Classifying a Document

Unless specifically exempted, pursuant to one of the four exemption categories set forth in Section 5(B) of Executive Order 11652, by an official authorized to originally classify information or material TOP SECRET, classified information and material must be subject to the General Declassification Schedule (GDS). Alternatively, it may be designated for automatic declassification on a given event or on a date earlier than provided for in the GDS. This is called the Advance Declassification Schedule (ADS). The use of the exemption authority shall be kept to the absolute minimum consistent with national security requirements.

Proper marking of a classified document is important! Each classified document shall show on its face its classification and whether it is subject to the ADS or GDS or exempt from the GDS. Only authorized stamps, properly completed, may be used. If a document is stamped "Restricted Data" or "Formerly Restricted Data," such markings are, in themselves, evidence of exemption from the GDS. The face of the document shall also show the office of origin and the date of preparation and classification. To the extent practicable, the body of the document should be marked to indicate which portions are classified and at what level and which portions are not classified in order to facilitate excerpting and other use. Material containing references to classified materials, which references do not reveal classified information, shall not be classified. Each classified document must also identify in some manner, in accordance with approved procedures, the individual at the highest level that authorized the classification. Where the individual who signs or otherwise authenticates a document has also authorized the classification, no further annotation as to his identity is required. Every authorized classifier should become thoroughly familiar with the proper marking requirements.

If the classifier has any substantial doubt as to which of the classified categories is appropriate, or as to whether the information or material should be classified at all, the least restrictive treatment should be used.

## Special Responsibility To Protect

An authorized classifier or other holder of national security information or material shall observe and respect the classification assigned by the originator, giving it the strict protection required by its level of classification. If a holder believes that there is unnecessary classification, that the assigned classification is improper, or that the document is subject to declassification under Executive Order 11652, the holder shall so inform the originator, who shall thereupon reexamine the classification. Under no circumstances may a holder make an unauthorized release of national security information. There are provisions in the U.S. Criminal Code and other applicable statutes relating to penalties for such unauthorized disclosures.

## Implementation and Review Responsibilities

The Interagency Classification Review Committee (ICRC) was established at the direction of the President to assist the National Security Council in monitoring the implementation of Executive Order 11652. The ICRC has extensive oversight responsibilities, which are outlined in the order and in the implementing National Security directive of May 17, 1972.

Within each department or agency, there is a departmental review committee that has responsibilities to act on all suggestions or complaints with respect to the individual department's administration of the order. Such suggestions or complaints may include those regarding over-classification, failure to declassify, or delay in declassifying not otherwise resolved.

*Interagency Classification Review Committee*
*Washington, D.C. 20408*

Approved For Release 2002/11/04 : CIA-RDP79-00498A000600100025-7

## ROUTING AND RECORD SHEET

| SUBJECT: (Optional) | | | | Executive Registry |
|---|---|---|---|---|
| Classification Authorities and Responsibilities | | | | 76 -6958/2 |

| FROM: | EXTENSION | NO. |
|---|---|---|
| John F. Blake | | DDA 76-1695 |
| Deputy Director for Administration | | DATE |
| Room 7D-24, Headquarters | | 5 April 1976 |

| TO: (Officer designation, room number, and building) | DATE RECEIVED | FORWARDED | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|---|---|---|---|---|
| 1. Director 7D-5607 | 12/4/76 | ✓ | | STATINTL<br><br>Sir:<br><br>Upon your return from your European trip, I was given the following note from you by ☐ |
| 2. | | | | "I need a short paper on classification. |
| 3. | | | | 1. "Who can classify? |
| 4. DDA: | | | | 2. "Who can declassify? <br>3. "Does DCI have special responsibilities?" |
| 5. DDI WILL BRIEF DCI | | | | I believe you will find the attached memorandum |
| 6. ON provisions of declassification: he has been given a copy of | | | | responsive to your questions ☐ |
| 7. this memo. SA/DCI | | | | |
| 8. STATINTL | | | | |
| 9. | | | | John F. Blake |
| 10. | | | | Att |
| 11. | | | Executive Registry 76-6958/3 | |
| 12. | | | | Help Ful! How are people selected who can classify — pretty instructed not to over-classify? |
| 13. | | | | 12 APR 1976 |
| 14. | | | | |
| 15. | | | | |

Approved For Release 2002/11/04 : CIA-RDP79-00498A000600100025-7

Approved For Release 2002/11/04 : CIA-RDP79-00498A000600100025-7

**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

23 Feb 76

Executive Registry

76-6958/6

STAT

| FROM: John F. Blake<br>Deputy Director for Administration | EXTENSION | NO. |
| | DATE | 19 FEB 1976 |

| TO: (Officer designation, room number, and building) | DATE RECEIVED | DATE FORWARDED | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|---|---|---|---|---|
| 1. Director | | 23/2/76 | CR | |
| 2. | | | | Jack — |
| 3. DDA | | | | This mom we can do to cut down on over-classifying or needless classifying this better. Let's DTs are over emph calun down |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| 11. | | | DDA | |
| 12. | | | | |
| 13. | | | | |
| 14. | | | | CR 2/23/26 |
| 15. | | | | |

Approved For Release 2002/11/04 : CIA-RDP79-00498A000600100025-7

DDA 76-0790

STATINTL

19 FEB 1976

MEMORANDUM FOR:  Director

FROM            :  Deputy Director for Administration

SUBJECT         :  National Security Classification
                   Authorities

        Sir:

        1.   During your appearance on the Today show, the ques-
tion of the number of people authorized to classify documents
was raised with you in the context that this number is
excessive.  I thought you would be interested in knowing the
facts on this subject as they relate to the Central Intelli-
gence Agency, and I have attached some statistics reflecting
the authorized CIA classifiers as of 31 December 1975.

        2.   Since September of 1972, the number of classifying
officers in the Agency has been reduced by 32 percent.  It
is a goal of our overall classification management program
to reduce the number of classifiers even further.  Subordi-
nates often classify material in the name of an authorized
classifying official.  This practice can lead to abuses and
we are working toward procedures which will eliminate this
problem.

Attachment:   a/s